

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION

**COASTAL GENERAL PERMIT APPLICATION FOR DEVELOPMENT AT
SINGLE FAMILY/DUPLEX PROPERTIES**

CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

(07/03)

These are the submission requirements for an administratively complete application package for a **coastal general permit**. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. NOTE: Items 1 through 6 shall be submitted for all coastal general permit applications. Visit our website at www.state.nj.us/dep/landuse for additional help and information.

- ☐ 1. A completed LURP application form;
- ☐ 2. Permit review fee in the form of a check or money order for \$500 (Payable to: Treasurer - State of New Jersey, Environmental Services Fund);
- ☐ 3. Photographs showing the specific location of the proposed development taken from a minimum of four different locations and labeled as to orientation. Submit originals mounted with description and location of each view;
- ☐ 4. State Plane coordinates for a point at the approximate center of the site. The accuracy of the State plane coordinate shall be within 50 feet of the actual center point of the site. Please use nad 1983. For assistance in determining the State plane coordinates for a site, contact the Department's Geographic Information (GIS) Office at (609) 777-0672.
- ☐ 5. White certified mailing receipts or other written receipts as evidence that **three** complete copies of the application package have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office.
- ☐ 6. White certified mailing receipts or other written receipts as evidence that a copy of (1) the completed LURP application form, (2) the site plan (this plan maybe on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site location) and (3) the notice below, have been forwarded to the following parties:
 - a) County Planning Board;
 - b) Municipal Construction Official;
 - c) County Environmental Commission;
 - d) All property owners, including easements, surrounding and sharing a property boundary at any point on the perimeter of the proposed development; and
 - e) Verification in the form of a list certified by the municipality of all owners of real property, as described in (d) above.

The public notice required in item 6 above shall read as follows:

"This letter is to provide you with legal notification that an application will be submitted to the New Jersey Department of Environmental Protection, Land Use

*Regulation Program for authorization under a coastal general permit for
(DESCRIBE THE PROPOSED DEVELOPMENT).*

The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter. Your comments should be sent along with a copy of this letter to:

*New Jersey Department of Environmental Protection
Land Use Regulation Program
PO Box 439
501 East State Street
Trenton, New Jersey 08625-0439
Attn: "(Municipality in which the property is located) Section
Chief"*

- ☐ 7. A copy of the public notice, which was mailed to those parties, listed in item 5 above.
- ☐ 8. The additional information as outlined below and on the following pages for your specific general permit(s):
 - (a) Coastal general permit for voluntary reconstruction of certain residential developments**
 - 1. Three copies of site plan(s) clearly depicting the locations and dimensions of all existing and proposed structures, existing site conditions (including all special areas as defined at N.J.A.C. 7:27E-3) and all proposed filling, grading, excavation and clearing; and
 - 2. Documentation that there will not be an increase in the number of dwelling units.
 - (b) Coastal general permit for the construction or reconstruction (with or without expansion) of a single family home, duplex, or accessory development not on a bulkheaded lagoon lot**
 - 1. Three copies of a site plan(s) showing the following:
 - i. The mean and spring high water lines of the tidal waters at or in proximity to the site;
 - ii. Existing features at the site including topography and structures, and the limits of wetlands, dune areas, beach areas, flood hazard areas, coastal bluffs, and vegetation;
 - iii. Existing roads and utilities immediately adjacent to the site;
 - iv. All proposed development, including all structures, grading and clearing and limits of disturbance; and

- v. The limits and depth of all proposed excavation within 25 feet of a coastal bluff crest; and
- 2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.8 or 7.9, including supplemental documents as appropriate, such as maps or surveys.

(c) Coastal general permit for the construction of a bulkhead and associated fill on a lot located on a substantially developed manmade lagoon

- 1. Three copies of a site plan(s) showing the following:
 - i. The mean high and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site, including structures and the upper and lower limits of wetlands and beach areas;
 - iii. Bulkheads or other retaining structures on adjacent properties; and
 - iv. All proposed structures including deadmen, tiebacks and returns; and
- 2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.10, including supplemental documents as appropriate, such as maps or surveys.

(d) Coastal general permit for the construction of a revetment at a single family/duplex lot

- 1. Three copies of a site plan(s) showing the following:
 - i. The mean high, mean low and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site including topography and structures;
 - iii. The upper and lower limits of wetlands, beach, dunes and coastal bluff areas at the site and on adjacent waterfront properties;
 - iv. Bulkheads or other retaining structures on adjacent properties;
 - v. The proposed location of the revetment and limit of disturbance; and
 - vi. Cross sections of the proposed revetment in relationship to mean high, and mean low water, and spring high water lines; and

2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.11, including supplemental documents as appropriate, such as maps or surveys.

(e) Coastal general permit for the construction of gabions at a single family/duplex lot

1. Three copies of site plan(s) showing the following:
 - i. The mean high, mean low and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site including topography and structures;
 - iii. The upper and lower limits of wetlands, beach, dune, and coastal bluff areas at the site and on adjacent waterfront properties;
 - iv. Bulkheads or other retaining structures on adjacent properties;
 - v. The proposed location of the gabions in relationship to mean high and mean low water; and
 - vi. Cross sections of the proposed gabions in relationship to mean high and mean low water.
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.12, including supplemental documents as appropriate, such as maps or surveys.

(f) Coastal general permit for the reconstruction of a legally existing bulkhead waterward of the mean high water line

1. Three copies of a site plan(s) showing the following:
 - i. The mean and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site including, all waterfront structures, existing bulkhead, and the upper and lower limits of wetlands, beach areas and dune areas;
 - iii. Bulkheads or other retaining structures on adjacent properties; and
 - iv. The proposed new bulkhead including returns and tie backs and splash pad if located within the V-zone; and

2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.14, including supplemental documents as appropriate, such as maps or surveys.

(g) Coastal general permit construction of a bulkhead and associated fill at a single family/duplex lot on a natural waterbody

1. Three copies of a site plan(s) showing the following:
 - i. The mean high and spring high tide lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands, beach and dune areas;
 - iii. Existing features both at the site and on adjacent waterfront sites including all waterfront structures, existing bulkhead and other retaining structures; and
 - iv. The proposed new bulkhead including returns and tie backs and splash pad if located within the V-zone; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.18, including supplemental documents as appropriate, such as maps or surveys.

(h) Coastal general permit for construction of piers, docks, pilings, and boatlifts in man-made lagoons

1. Three copies of a site plan(s) showing the following:
 - i. The mean high and mean low water lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands at the site;
 - iii. Existing structures including all waterfront structures (docks, pilings and bulkheads) on the project site and adjacent waterfront properties;
 - iv. The opposite side of the lagoon; and
 - v. The proposed structures and boat mooring area; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.19, including supplemental documents as appropriate, such as maps or surveys.

(i) Coastal general permit for maintenance dredging of no greater than 100 cubic yards in a man-made lagoon

1. Three copies of a site plan(s) showing the following:
 - i. Mean high and mean low water lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands on site and on adjacent lagoonfront properties;
 - iii. The existing and proposed water depths in the area to be dredged;
 - iv. Proposed cross sections of the area to be dredged;
 - v. The location (municipal block and lot numbers, site location map and two photographs) of dredged material disposal site;
 - vi. Method of dredging; and
 - vii. Method of stabilization of dredged material; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.20, including supplemental documents as appropriate, such as maps or surveys.

(j) Coastal general permit for the stabilization of eroded shorelines

1. Three copies of a site(s) plan showing the following:
 - i. Mean high, mean low and spring high water lines of the tidal waters at the site;
 - ii. Existing waterfront structures at the site and on adjacent waterfront sites;
 - iii. The upper and lower limits of wetlands, beach areas, and dune areas at the site and on adjacent waterfront properties;
 - iv. The location and cross section of the proposed stabilization materials in relationship to mean high and mean low water;
 - v. On public lands, the location of the existing and proposed public access to the waterfront; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.21, including supplemental documents as appropriate, such as maps or surveys.

Applications shall be submitted to:

New Jersey Department of Environmental Protection
Land Use Regulation Program
PO Box 439
501 East State Street
Trenton, New Jersey 08625-0439
Attn: Application Support